

**BY ORDER OF THE
SUPERINTENDENT**



**UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 36-182**

12 AUGUST 2001

Personnel

**CADET NONACADEMIC APPOINTMENT
SYSTEM (NAS)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 34 LS/LGPC (Ms. Veronica Vela)
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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*, by explaining how cadets are scheduled for and notified of nonacademic appointments. It applies to each USAF Academy activity having requirements for scheduling cadets. See Attachment 1 for glossary of abbreviations and acronyms.

SUMMARY OF REVISIONS

Changed the first day for appointments from lesson two to lesson T5. Changes are identified with a bar (|).

1. Why a Scheduling System. Members of the cadet wing must report to various USAF Academy agencies to complete uniform, medical, dental, administrative, training, supply, personnel, and financial requirements. Cadet Scheduling (34 LS/LGPC) schedules nonacademic appointments using the Cadet Administrative Management Information System (CAMIS) database. While this instruction applies to some medical appointments for technician screenings, it is not intended to restrict, in any way, appointments with health-care providers or access to care for acute illnesses or injuries.

2. How the System Works:

2.1. Agencies that Require Cadet Appointment Scheduling.

2.1.1. Make all necessary reservations for rooms, special equipment, personnel, etc., to ensure efficient use of appointment times for cadets.

2.1.2. Twenty-five workdays before the start date of required appointments, submit USAFA Form 17, **Request for USAFA Scheduling Committee Action**, to the USAFA Scheduling Committee, or notify 34 LS/LGPC, in writing. Include the following:

2.1.2.1. Title and type of appointment.

- 2.1.2.2. Class year of cadets.
- 2.1.2.3. Room and building to which cadets are to report.
- 2.1.2.4. Inclusive dates.
- 2.1.2.5. Time blocks/hours in which cadets are to be scheduled.
- 2.1.2.6. Number of cadets to be scheduled per period.
- 2.1.2.7. Selection requirements (e.g. males only, cadets from certain groups or squadron, etc.).
- 2.1.2.8. Point of contact/phone number for cadets who have questions concerning the appointment.

2.1.3. Report any cadet who fails to attend a scheduled appointment to the cadet's air officer commanding (AOC) and submit an Air Force Cadet Wing Form 10, **Report of Conduct**.

2.1.4. Re-schedule cadets for missed appointments as needed.

2.1.5. Schedule cadets who did not receive an appointment through the 34 LS/LGPC system due to cadet availability and/or the requesting agency's requested appointment constraints.

2.2. 34 LS/LGPC:

2.2.1. Schedules all appointments 16 workdays before the start date of the event once the CAMIS information is available.

2.2.2. Distributes appointment notifications through the cadet group executive officer and the cadet squadron adjutant.

2.2.3. Two weeks before the start date of the event provides requesting agency with a computer-generated master roster listing names and times of appointments.

2.3. Squadron AOCs. AOCs ensure their units notify cadets of all scheduled appointments and take appropriate disciplinary action for any missed appointments.

3. Scheduling Limits:

3.1. 34 LS/LGPC will schedule cadets for nonacademic appointments during the following times: free academic periods, before classes (0700-0730), and after classes (1530-1700). Appointments will be scheduled beginning with lesson T5 for the fall and spring semesters up to the last academic day (T-42) of each semester.

3.1.1. 34 LS/LGPC will schedule cadets one time only for requested appointments and cannot reschedule cadets who miss appointments. Cadets must reschedule missed appointments through the appropriate agency.

3.2. 34 LS/LGPC cannot schedule cadets for nonacademic appointments during the following times:

3.2.1. Holidays approved by the Academy Board. (Note: These dates are annotated on the semester calendars distributed by 34 LS/LGPC.)

3.2.2. Final examinations.

3.2.3. During cadets' scheduled classes, unless approved by USAFA Scheduling Committee, action generated by a USAFA Form 17.

3.2.4. Weekends, official leave, break periods, days with a compressed schedule and recognition training.

4. Forms Adopted. USAFA Form 17, **Request for USAFA Scheduling Committee Action**; Air Force Cadet Wing Form 10, **Report of Conduct**.

MARK A. WELSH III, Brig Gen, USAF
Commandant of Cadets